



USAID | JORDAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72027821R10018

ISSUANCE DATE: September 02, 2021

CLOSING DATE/TIME: September 15, 2021
11:59 p.m. Amman local time

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan)**

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Amman Jordan, is seeking applications from qualified individuals to provide personal services under contract as described in this solicitation.

Applications must be in accordance with **Sections I through VIII** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

This solicitation in no way obligates USAID/Jordan to award a Personal Services Contract (PSC) nor does it commit USAID/Jordan to pay any cost incurred in the preparation and submission of the applications.

Any questions must be directed in writing to the Point of Contact specified in point 10 Section I General Information.

Sincerely,

Jennifer Scott
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72027821R10018
- 2. OPEN TO:** All Interested Jordanian Citizens
- 3. ISSUANCE DATE:** September 02, 2021
- 4. CLOSING DATE/TIME:** September 15, 2021 11:59 p.m. Amman Local Time
- 5. POSITION TITLE:** Project Management Specialist –
Economic Development and Energy Office
- 6. PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature. Its Duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply. The contract will be for a base period (between one to three years) and based on the Agency needs, the Contracting Officer may exercise (an) additional option period(s). If the U.S. Government exercises this option, the total duration of this contract, including the exercise of any options, shall not exceed five (5) years.
- 7. MARKET VALUE
(SALARY PER ANNUM):** **JOD22,970 – JOD37,894** Equivalent to **Grade FSN-10**
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Jordan. Final compensation will be negotiated within the listed market value (Salary).
- 8. PLACE OF PERFORMANCE:** Amman, Jordan
- 9. SECURITY LEVEL REQUIRED:** Facilities Access/Employment Authorization
- 10. POINT OF CONTACT:** All questions should be directed to:
ammanresumesusaid@usaid.gov

11. STATEMENT OF DUTIES

Reporting to the Deputy Director of the Office of Economic Development and Energy (EDE), or their designee, the job holder serves as a Project Management Specialist. S/he coordinates EDE's activities in economic reform, enterprise development, tourism, energy, employment, and private sector capacity building under the Development Objective (DO) Inclusive Private Sector-Led Growth. In addition to coordination responsibilities, the job holder will also be tasked with managing office budget and M&E functions. The Project Management Specialist will also be tasked with designing and acting as a Contract Officer's Representative (COR) and/or Agreements Officer's Representative (AOR) for a portfolio of activities worth approximately \$3 million per year.

The job holder is responsible for reviewing the EDE Office's strategy through monitoring, analyzing, and reporting on developments that affect the EDE Office portfolio. The job holder assists the Deputy Office Director and coordinates with other team members in carrying out a full range of monitoring, budgeting

and information gathering and disseminating activities in support of this Development Objective. These include financial management, technical support duties, preparing project and program documents, and performance of program and project administration.

Major Duties and Responsibilities:

Procurement Planning and Program Management

The job holder prepares and coordinates program, administrative and acquisition documents – including justifications and approvals for other than full and open competition and other waiver requests - required to comply with pre-obligation requirements according to the Automated Directives System (ADS) and Mission Orders (MO) and tracks the clearance process. S/he prepares statements of work for assessments and analysis; participates on design teams; assists in completing the documentation and assessments required for activity planning and design and assists in developing performance-based statements of work and program descriptions to solicit implementation by local and/or international firms as well as individuals. S/he will coordinate the EDE procurement process with the different Mission teams and ensures constant communication between all relevant parties. The job holder inputs procurement and financial information to the automated procurement management system including the Global Acquisition and Assistance (Procurement Management) System (GLAAS).

The job holder designs and serves as COR/AOR for a portfolio of projects (length of project ranges from 1-5 years) valued at approximately \$3 million per year. In this capacity, s/he communicates with the counterpart on a daily basis, receives and analyzes periodic performance reports, discusses and approves project implementation plans, approves the Performance Monitoring Plan (PMP), tracks performance and makes recommendations designed to improve performance, conducts financial analysis of expenditures and advises on needed incremental funds, drafts and circulating the necessary documents needed for funding the activity, and performs all closeout procedures when the project ends. As AOR/COR the job holder must build and maintain relationships with a broad range of stakeholders, including high level officials in the GOJ and private sector to ensure that activity goals and objectives are met. The job holder also serves as Alternate COR/AOR for one or more programs. In the absence of the COR/AOR s/he acts on his/her behalf in managing the day-to-day activities of the implementer in approving specific activities, reviewing the implementer's request for payments, and providing or denying administrative approval for specific actions. The job holder conducts field visits on her/his own initiative to project sites for which s/he is directly responsible for, and accompanies and actively participates with the COR/AOR in field visits and meetings to discuss major accomplishments and implementation plans for projects which the job holder is the Alternate COR/AOR.

Monitoring and Evaluation

The job holder will serve as a Monitoring and Evaluation point of contact within EDE. S/he may be required to play a role in developing and implementing the Monitoring and Evaluation Plan within projects and coordinate monitoring and evaluation activities. Moreover, the job holder will assist in designing and implementing baseline surveys, situation analyses, needs assessments, lessons learned, mid-term evaluations, and final valuations as per the approved Monitoring and Evaluation plan. The job holder will assist his/her assigned team in analyzing data and developing and revising action plans, ensuring that data is incorporated into the program design to improve performance and increase program impact. S/he will work with AOR/CORs to provide information and documentation that will satisfy USAID Monitoring and Evaluation requirements. This may require significant time in the field and travel around the country. The job holder also plays a supporting role in collaborating with his/her assigned office and the Mission's Monitoring and Evaluation Specialist, the Gender and Youth Team Co-Leaders, the Mission's Environmental Officer, and others to ensure that their inputs are incorporated into each program (i.e., cross-

sectoral collaboration, monitoring and evaluation principles, incorporating lessons learned and findings from previous experiences, gender analysis, gender-sensitive approaches and indicators, and environmental compliance requirements). The job holder will lead the process of compiling and producing the narrative and financial documentation for the annually produced Operational Plan which informs the US Congress of how the Mission intends to spend the budget allocation for the coming fiscal year. The job holder will lead the process of compiling and producing the narrative for the annually produced Portfolio Reviews and Performance Plan Reports which inform the Mission Director and the US Congress as to the accomplishments that have been achieved in the previous fiscal year.

Budget and Financial Management

The job holder will manage updates and reports on the DO 1 budget. S/he coordinates between the Financial Management Office (FMO) and the relative COR/AOR to manage the flow of budget information. The job holder will coordinate with CORs/AORs to analyze their projects' financial needs and to articulate the financial information into the required mission and Agency documents. The job holder coordinates tracking the financial position of EDE activities, providing advice on forward funding, developing accrued expenditure reports, and reviewing and processing the documents for unliquidated residual balances under contracts and other procurement instruments. S/he helps to ensure that obligations and expenditures are made in accordance with the approved financial plans. The job holder may help to analyze reports of obligations and liquidations to ascertain conformance with the plans. The job holder analyzes CORs/AORs project's financial needs and helps the DO leader to articulate and reflect the financial information. The job holder prepares budget input for the Annual Report. S/he administers the approved budget in accordance with the Agency's procedures, standards, and regulations in close consultation with the DO Team Leader. The job holder manages a database to maintain the financial tracking system for all activities under the DO. S/he maintains and updates financial tracking sheets for EDE activities and accordingly reconciles obligation and expenditure figures with the FMO to provide timely and accurate data to activity managers.

Communications & Outreach

The job holder works closely with the Outreach Team in the Program Office to plan events, draft success stories and share activities via social media, press releases, talking points, and fact sheets to effectively communicate EDE's accomplishments. Additionally, the job holder supports VIP visits and helps control officers in presenting briefing materials. This may require field visits to project sites for which s/he is responsible in order to collect information and to work with implementing partners on setting event schedules, writing scene setters etc.

Supervisory Relationship

The incumbent reports to the EDE Deputy Director and/or his/her designee. S/he participates in providing program coordination and support for all DO1 activities.

Supervisory Controls

Supervision of other staff is not contemplated.

Other significant Factors

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

13. AREA OF CONSIDERATION

To meet basic eligibility requirements, the applicant must be a Jordanian Citizen and must submit a complete application as outlined in the section titled APPLYING. The selected applicant is required to undergo and successfully pass a medical and security clearances and be eligible to complete a 12-month contract. This process takes on average, up to nine months. The selected applicant must be able to begin working within a reasonable period (60 days).

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened for eligibility in accordance with the qualification criteria below. Applicants must address each criterion in their application to meet the below minimum qualifications for this position.

- a. **Education:** Bachelor's degree in Business Administration, Finance, Economics, Accounting, International Development, International Relations, Public Administration is required.
Supporting documentation (i.e., copy of bachelor's degree must be included in the application for eligibility purposes).
- b. **Prior Work Experience:** Minimum of five (5) years of professional experience that demonstrates progressive responsibility in supporting development program support such as design, budgeting, monitoring and evaluation or implementation is required.
- c. **Language Proficiency:** Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A minimum score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. **A passing minimum examination scores must have been recorded within the last five years; or else, candidate will be tested again.**
- d. **Skills and abilities:** Must have demonstrated strong technical, analytical, and conceptual skills to analyze issues and recommend and present solutions and/or options. Must have demonstrated project management skills including strong financial management skills. Must have demonstrated ability to manage a variety of tasks simultaneously, work collaboratively as part of a team, and interact effectively with senior-level officials. Must have computer skills in specialized software including the latest Google and Microsoft Office Suites.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with applicants in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of applicants with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of applications that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of applicants in the competitive range to the greatest number that will permit an efficient competition among the most highly rated applications. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who do not meet the minimum education and experience requirement will not be contacted. Applicants who meet the minimum education and experience requirement will be further evaluated based on the evaluation criteria mentioned below:

- a. Prior work experience: 40%
- b. Language Proficiency: 20%
- c. Skills and abilities: 40%

At each step of the process, the Contracting Officer may establish a competitive range. Only top-ranked applicants will be given an English test (TOEIC). Applicants with passing TOEIC scores may be further assessed and only top-ranked applicants may be given a written skills technical test, to further assess the candidates' qualifications of any of the evaluation criteria listed above as well as written English skills. Testing will be conducted in Amman, Jordan. Only the top-ranked applicants from the written skills test will be invited for an interview. USAID/Jordan Human Resources Office will conduct reference checks on top-ranked applicants. USAID/Jordan may use reference information obtained from other than the sources identified by the applicant and solicit additional information from references provided if the Contracting Officer finds the existing information to be insufficient for evaluating an applicant's performance.

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply. If internal employee's Human Resources Officer approved a waiver, the waiver must be included in the application package for eligibility purposes.

IV. SUBMITTING AN APPLICATION (APPLYING)

To ensure consideration of application for the intended position, applicants must prominently reference the solicitation number in the application submission. Eligible applicants are required to complete and submit the following as a complete application package:

- a. A current curriculum vitae that includes the National Jordanian ID number*
- b. Copy of the National ID number*
- c. Copies of educational certification for eligibility purposes*
- d. Filled and signed Universal Application for Employment (DS-174)

***Copies of educational certification must be submitted either in English or Arabic. Failure to submit copies of certification together with a comprehensive curriculum vitae and a copy the National ID will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.**

Applications must be received by the closing date and time specified in Section I, item 4, and submitted to the ammanresumesusaid@usaid.gov Application forms can be accessed from the Embassy website: <https://jo.usembassy.gov/embassy/jobs/>

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) or his/her designee informs the successful applicant about being selected for a contract award, the CO or his/her designee will provide the successful applicant with instructions on how to complete and submit the required documents related to mandatory medical and security clearances.

Failure of the selected applicant to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked applicant.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

- Basic Salary within the advertised market value
- Transportation & Miscellaneous Allowances
- 13th & 14th Month Bonuses
- Subscription to the Jordanian Social Security
- Subscription to the Mission's Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

Funds for Social Security, retirement, pension, vacation, or other cooperating country programs as required by local law shall be deducted and withheld in accordance with laws and regulations and rulings of the cooperating country or any agreement concerning such withholding entered into between the cooperating government and the United States Government.

VII. Taxes

Based on Department of State policies and regulations, the U.S. Mission cannot withhold income tax deductions for Jordanian Locally Employed Staff. LE Staff employees are obliged to observe the laws and regulations of the Jordanian Government. Employees are encouraged to file their income tax in a timely manner.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Cooperating Country National Personal Services Contracts (CCNPSC) available at <http://www.usaid.gov/work-usaid/aapds-cibs>

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>
5. **PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>. The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov